

ANNEX 7 (ESF-7)

RESOURCE SUPPORT

PRIMARY: Budget and Control Board, Division of Procurement Services, Materials Management Office

SUPPORT: Office of the Adjutant General, SC National Guard; Forestry Commission; Department of Education; Department of Transportation

I. INTRODUCTION

- A. Disasters can close normal resource channels, deplete vital commodities, impact response capabilities, and place high demand on specialized personnel.
- B. ESF-7 will have methods and procedures to evaluate, locate, procure, and through coordination with transportation coordinator and/or ESF-1, deliver essential material and personnel resources upon request by state and local officials.

II. MISSION

Provide or coordinate the provision of services, equipment, and supplies to support expedient operations associated with a disaster or emergency; and for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames.

III. CONCEPT OF OPERATIONS

- A. The Materials Management Office, Division of Procurement Services, Budget and Control Board, is responsible for all ESF-7 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating and maintaining the ESF-7 Standard Operating Procedures (SOP). All ESF-7 supporting agencies will assist the Budget and Control Board, Division of Procurement Services, Office of Material Management, in the planning and execution of the above. All ESF-7 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-7 planning and response operations.
- B. The Director of the South Carolina Emergency Management Division (SCEMD) shall act as the principal advisor to the Governor on emergency resource management activities and shall act on behalf of the Governor in coordinating the emergency resource activities between Emergency Support Functions (ESFs).

- C. The primary source of equipment, supplies, and personnel shall be from existing state-owned resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be obtained through commercial sources and/or donated resources. Logistical support necessary to save lives will receive first priority.
- D. The Operations Tasking Group will task donated resources first to fill requirements. In the event that no donated resource is available to match the need, the request is directed to ESF-7 for fulfillment.
- E. The Division of Procurement Services, Budget and Control Board, will provide the foundation and is responsible for assisting in procurement activities necessary to support the emergency operations of state agencies. To the extent practical, state contracts will be established with local vendors to ensure expedient emergency purchases.
- F. All procurement will be made in accordance with current state laws and regulations. All procurement actions made at the request of state emergency response team (SERT) agencies in support of the SCEOP will be in accordance with state statutory and administrative requirements and will be accomplished using appropriate state procurement and reimbursement procedures.
- G. ESFs requiring assistance in procuring needed items will contact ESF-7 which will locate a source, a point of contact, a price and a schedule by which the material will be available.
- H. In coordination with, and support of, the State Assessment Team (SAT), ESF-7 will assess the situation (both pre- and post-event), and in coordination with local emergency management officials, develop strategies to respond to the emergency.
- I. Under certain circumstances a statewide logistics system may be activated to ensure timely delivery of material and equipment into the disaster area. The system consists of one or more of the following components:
 - 1. Operations Staging Area - A designated location at which federal resources are received and pre-positioned for deployment to logistic staging areas, distribution points, or directly to an incident site. Federal Initial Response Resource (IRR) packages consisting of pre-stocked equipment (e.g., emergency generators and refrigerated vans) and supplies (e.g., food, water, and personal hygiene items) will usually be deployed to an operations staging area, which may also referred to as a mobilization center. Fort Gordon, Georgia has been identified as a potential operations staging area for South Carolina.

2. Logistic Staging Areas (LSA) - Designated state locations at which resources will be received, classified, and prepared for delivery to receiving points or directly to a distribution point. Ideally, ESF-18 operations will be co-located, but not in the same facility.
3. Receiving Points - Designated locations normally in the impact area at which resources will be turned over to county authorities for distribution. State assets may be used to augment distribution point operations.
4. Distribution Points. Facilities designated by the counties for distribution of relief supplies to the affected populations.

IV. ESF ACTIONS

A. Preparedness

1. Develop methods and procedures for responding to and complying with requests for resources.
2. Develop procedures for reimbursing private vendors for services rendered.
3. Develop lists of private vendors and suppliers and their available resources.
4. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
5. Develop and train ESF personnel on state emergency procurement procedures for acquiring supplies, resources, and equipment.
6. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
7. Participate in state exercises and conduct, at least annually, an ESF-7 exercise to validate this annex and supporting SOPs.
8. Develop a statewide logistics plan and coordinate with ESF-4 to support logistics operations.
9. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.

10. Ensure all ESF-7 personnel integrate NIMS principles in all planning. All ESF personnel will complete all required NIMS training, as outlined in the 2006 Department of Homeland Security (DHS) training guidance.

B. Response

1. Alert those agencies whose personnel, equipment, or other resources may be used.
2. Establish a resource tracking and accounting system, including management reports.
3. Assess initial reports to identify potential resource needs.
4. Identify procurement resources and potential facility locations in the disaster area of operations.
5. Provide data to the ESF-15 for dissemination to the public.
6. Locate, procure, and issue to state agencies the resources necessary to support emergency operations to include coordination with General Services Real Property Management to identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
7. Coordinate support with the GSA Regional Administrator on all logistical support activities.
8. Execute statewide logistics plan and coordinate with ESF-1 to support logistics operations.
9. As required, coordinate with ESF-19 (Military Support) to develop procedures for deploying state military department personnel in support of emergency operations at warehousing facilities, staging areas, and other areas where the need exists.
10. Coordinate with ESF-13 (Law Enforcement) to evaluate warehouse security requirements.

C. Recovery

1. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.

2. Anticipate and plan for arrival of, and coordination with, FEMA ESF-7 personnel in the SEOC and the Joint Field Office (JFO). Through coordination with General Services Real Property Management, assist FEMA in locating office space suitable for JFO operations.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. **RESPONSIBILITIES**

A. Budget and Control Board

1. Division of Procurement Services, Materials Management Office
 - a. Identify, train, and assign personnel to staff ESF-7 in the SEOC.
 - b. Notify all ESF-7 supporting agencies upon activation.
 - c. Develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
 - d. Develop procedures for the temporary loan and return of state equipment.
 - e. Develop procedures for allocating resource support.
 - f. Coordinate transportation to support logistics operations.
2. Division of General Services, Real Property Management: Identify and provide costing availability for lease of buildings and facilities throughout the state.

B. Office of the Adjutant General, SC National Guard

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.

2. Provide personnel and equipment to assist in offloading, receiving, handling, and loading of materials to support logistics operations.

3. Support the operation of county distribution points, as needed.

C. Forestry Commission

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.

2. Provide personnel and equipment to assist in offloading, receiving, handling, and loading of materials to support logistics operations.

3. Provide incident management for LSA operations.

D. Department of Education: Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.

E. Department of Transportation

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-7 during periods of activation.

2. As requested, coordinate transportation to support logistics operations.

VI. FEDERAL INTERFACE

A. This annex is supported by the National Response Plan ESF-7, Resource Support. The General Services Administration (GSA) will be the mechanism through which the federal government provides procurement activities. All procurement will be made in accordance with current federal laws and regulations. Current laws and regulations authorize other than "full and open competition" under any "situation of unusual and compelling urgency."

B. GSA is the central procurement authority for the federal government. All procurement actions made at the request of the federal agencies in support of the plan will be in accordance with GSA's statutory and administrative requirements and will be accomplished using the appropriate Federal Emergency Management Agency (FEMA) fund citation/reimbursement procedures, etc. The provision of the logistical support necessary to

establish the response capacity of federal agencies will be the major element in the execution of this support function.

- C. The GSA Regional Administrator or Regional Emergency Coordinator (REC) is the regional ESF head. Normally, the REC will deploy a team to the State EOC as part of the Advance Element of the Emergency Response Team (ERT-A). The REC is responsible for JFO location identification, deployment of Initial Response Resources (IRR) packages, and management of operational staging areas.
- D. All ESF-7 personnel will be familiar with the National Response Plan (NRP) and the corresponding annex with Federal counterpart concepts, actions and responsibilities. This familiarization will include but not be limited to the make up, functions and responsibilities of the Emergency Response Team – Advanced Element (ERT-A), Interagency Incident Management Groups (IIMG) and the Joint Field Office (JFO).
- E. State ESF-7 will coordinate with Federal ESF-7 to obtain federal assistance as required.

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